



**BMP™ 71** LABEL PRINTER  
**TUTORIAL**



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# Tutorial

The tutorial is divided into eight lessons, some lessons building on techniques and processes learned in a previous lesson. For the first time user, it is important to perform the lessons in order, from first to last.

At the beginning of every lesson, the preferred media (continuous or die cut) is listed, as well as the part number for that media. For best results, follow the guidelines. The section of the user's manual addressing the techniques used in the particular lesson is also listed.

Each lesson provides step-by-step instructions on how to achieve the desired results. Some lessons present multiple ways to accomplish a certain task. Where appropriate, a graphic representation displays indicating how your label should look if you followed the steps correctly.

The following lessons are contained in this tutorial.

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## Lesson 1. Create a 2-Line Label




Media to use: Continuous or M71-31-423

This lesson shows you how to create a simple 2-line label, adding formatting attributes, and previewing the label before printing. For more information on the techniques used in this lesson, refer to the Getting Started section (starting on [page 35](#)) and the Printing section (starting on [page 79](#)) of the user's manual.

### Entering text

1. On the first line of the label, enter: **HOT**.
2. To access a new line, press Enter .
3. On the second line of the label, enter: **WATER**




### Changing Font Size

1. Using up/down navigation keys, place the cursor anywhere on the first line.
2. Press Font .
3. Using up/down navigation keys, choose: **20 Pt**.
4. Press Enter  or OK .




### Highlight Text

1. Using up/down navigation keys, place the cursor on the second line.
2. Using left/right navigation keys, place the cursor at the beginning or end of the line.
3. Hold [**Shift**] while pressing left/right navigation keys, highlight the word: **WATER**.

### Bold a Word

1. Press Font .
2. Using left/right navigation keys, choose: **Bold**.
3. Using up/down navigation keys, choose: **ON**.
4. Press Enter  or OK .
5. Press left or right navigation key to remove highlighting.

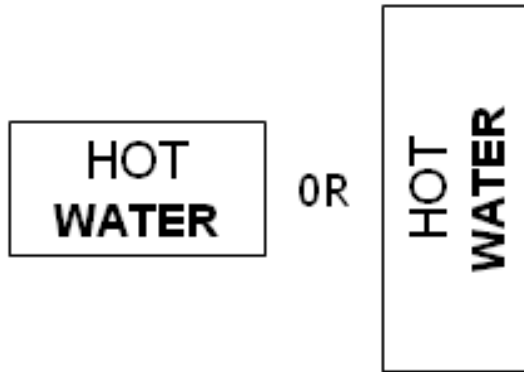
### Custom Font Size

1. With the cursor still on the word **WATER**, press Font .
2. Using up/down navigation keys, choose: **Custom**.
3. Enter: **18**.
4. Press Enter  or OK .

### Preview the Label

1. Press Print Preview .

Depending on media used, your label should look like this:



2. Press Clear/Esc  to exit Print Preview.

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**Note**

The contents of this lesson are used in Lesson 2. DO NOT CLEAR THE CONTENTS OF THIS LESSON!

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## Lesson 2. Adding Symbols, Subscript, Frame

Media to use: Continuous or M71-31-423

In this lesson you will learn how to add symbols (small graphics), place text in subscript form, and add a frame around the label. For more information on the techniques used in this lesson, refer to the Formatting section (starting on [page 41](#)) of the user's manual.

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### Note











This exercise uses the label created in Lesson 1. Please complete Lesson 1 before continuing.

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### Add a Symbol




1. Using navigation keys, place the cursor at the beginning of line 1.
2. Press Symbol .
3. The Arrows category should already be selected. If not, use left/right navigation keys to select category: **Arrows**.
4. Press Enter  or OK .
5. Using navigation keys, select a left pointing arrow from the grid.
6. Press Enter  or OK .
7. Using navigation keys, place the cursor at the end of line 1.
8. Press Symbol .
9. Choose category: **Arrows**.
10. Press Enter  or OK .
11. Using navigation keys, select a right pointing arrow from the grid.
12. Press Enter  or OK .

## Deleting Text



1. Using navigation keys, place the cursor at the end of line 2.
2. Press Backspace  enough times to delete the word: **WATER**.

## Turn Off Bold




Because the Bold attribute may still be turned on:

1. Press Font .
2. Using left/right navigation keys, choose: **Bold**.
3. Using up/down navigation keys, choose: **OFF**.
4. Press Enter  or OK .

## Text in Subscript

1. Enter the letter: **H**.
2. Press Subscript  + , then enter the number **2**, followed by the letter **O**.

## Framing a Label

1. Press Label .
2. Using left/right navigation keys, choose: **Frame**.  
(Continually press the navigation keys until the FRAME option comes into view.)
3. Using up/down navigation keys, choose: **Rect Wide**.
4. Press Enter  or OK .

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### Note

The frame will not display on the editing screen, but can be viewed in Print Preview or upon printing the label.

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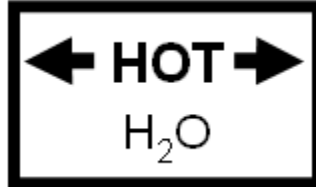
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### Print the Label

1. Press Print .

Your label should look like this:



### Clear Label

1. Press Clear/Esc .
2. Choose **Delete All Labels**.
3. Press Enter  or OK .
4. Press Enter  or OK  again to confirm the deletion.




## Lesson 3. Adding Serialization

Media to use: Continuous or M71-31-423




This lesson shows you how to apply serialization to labels and redefine the sequence numbering. For more information on the techniques used in this lesson, refer to the Formatting-Serialization section (starting on [page 69](#)) of the user's manual.

### AutoSize

Ensure that Auto sizing is on. (The status bar will display an 'A' in front of the font size.) If Auto sizing is NOT on:

1. Press Font .
2. Choose **Auto**.
3. Press Enter  or OK .









### Add Serialization

1. Press Serial .
2. In *Start Value* field, enter: **1**.
3. Press down navigation key to move to the *End Value* field.
4. In the *End Value* field, enter: **10**.
5. Press down navigation key to move to the *Increment* field.
6. In the *Increment* field, enter: **3**.
7. Navigate to the OK button at the bottom of the screen and press Enter  or .

How many labels are there? \_\_\_\_\_ (Check the status bar.)

**\*Add Separator Line****Note**

Perform this task **ONLY** if using continuous media. If using M71-31-423 media, proceed to **Print Labels**.

1. Press Adv Print  + .
2. Navigate to the *Separator* field and press Enter  or OK  to open the drop down list.
3. Using up/down navigation keys, select Line and press Enter  or OK .
4. Navigate to the OK button at the bottom of the screen and press Enter  or OK .

**Note**






Pressing [OK] or [ENTER] on the OK button of the Adv Print dialog box will immediately print the labels using the selected parameters of Adv Print.

**Print Labels**


1. Press Print .

Notice how four labels print, the numbers incremented by 3.

### Two Sequence Serialization

1. Press Serial .
2. Navigate to the *Add Seq 2* option box.
3. Press Enter  or OK  to place a checkmark in the Add Seq 2 option box.
4. Navigate to the *Start Value* field of Sequence 2 and enter: **A**.
5. Press down navigation key to move to the *End Value* field of Sequence 2 and enter: **E**.
6. Press down navigation key to move to the *Increment* field of Sequence 2 and enter: **2**
7. Navigate to the OK button at the bottom of the screen and press Enter  or   
OK 






### Print Labels

1. Press Print .

Your labels, upon printout, should look like this:

1A	4C	7E	10A
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### Linked Serialization

1. Press Serial .
2. Navigate to the *Linked* option box.
3. Press Enter  or OK  to place a checkmark in the *Linked* option box.
4. Navigate to the OK button at the bottom of the screen and press Enter  or OK .

How many labels are there? \_\_\_\_\_ (Check the status bar.)

### Print Preview

1. Press  + .

Your labels, in Print Preview, should look like this:

1A	4A	7A	10A	1C	4C	7C	10C	1E	4E	7E	10E
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### Move Between Labels

To view the other labels in the serialization, within Print Preview:

1. Press up/down navigation keys.
2. Press Clear/Esc  to exit Print Preview.

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#### Note

The contents of this lesson are used in Lesson 4. DO NOT CLEAR THE CONTENTS OF THIS LESSON!

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## Lesson 4. Save and Open a File

Media to use: Continuous or M71-31-423

This lesson shows you how to save labels as a file, for use at a later date. You also learn how to clear all labels from the screen, reverting back to General Mode with only one label available, with default settings. For more information on the techniques used in this lesson, refer to the File Management section (starting on [page 75](#)) of the user's manual.

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### Note






This lesson saves the labels created in Lesson 3. Please complete that lesson before continuing.

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#### Save Data

1. Press File .
2. Choose **Save**. (It should already be selected.)
3. Press Enter  or OK .
4. Enter the file name: **SERIAL**
5. Press Enter  or OK .

#### Clear Label

1. Press Clear/Esc .
2. Choose **Delete All Labels**.
3. Press Enter  or OK .
4. Press Enter  or OK  again to confirm the deletion.

#### Open a File

1. Press File .
2. Choose **Open**.
3. Navigate to **Serial**. (It should already be highlighted.)
4. Press Enter  or OK .




## Lesson 5. Create Multiple Labels

Media to use: Continuous or M71-31-423




This lesson shows you how to add labels to a file and move between the different labels. For more information on the techniques used in this lesson, refer to the Formatting, Label section (starting on [page 51](#)) of the user's manual.

Make sure your screen is clear of all other data before proceeding with this lesson.

### Adding Labels

1. On a blank screen, enter: **FLAMMABLE**
2. Press Label .
3. Choose **Add**.
4. Press Enter  or OK .

**Notice the number of labels in the status bar. What label are you on? \_\_\_\_\_**

5. On the second label, enter: **TOXIC**.
6. Press Label .
7. Choose **Add** and press Enter  or OK .
8. On this 3rd label, enter: **HAZARD**




Use the following shortcut to add another label:

9. Press Add Label .

10. On this 4th label, enter: **WARNING**

## Move Between Labels

Move to the different labels using the menu:

1. Press Label .
2. Choose **Goto**.
3. Enter: **2**
4. Press Enter  or OK .

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### Note





The current label is listed in the status bar at the top of the screen.

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OR, use the following shortcuts:

5. To move to the previous label, press Previous Label  + .
6. To move to the next label, press Next Label  + .

## Clear Label

1. Press Clear/Esc .
2. Choose **Delete All Labels**.
3. Press Enter  or OK .
4. Press Enter  or OK  again to confirm the deletion.








## Lesson 6. Rotating Data

Media to use: Continuous or M71-31-423

This lesson shows you how to rotate data on the label. For more information on the techniques used in this lesson, refer to the Formatting, Label section (starting on [page 51](#)) of the user's manual.

### Rotate Data

1. On a blank screen, enter: 123
2. Press Print .
3. After printing, press Label .
4. Choose **Rotate**.
5. Choose **180°**.
6. Press Enter  or OK .
7. Press Print .











Compare the two labels.

## Lesson 7. Barcodes




Media to use: Continuous or M71-31-423




This lesson shows you how to add and edit a barcode on a label containing text. For more information on the techniques used in this lesson, refer to the Formatting, Barcode section (starting on [page 66](#)) of the user's manual.

### Barcode Setup

1. Clear all labels from the editing screen.
2. Press Setup .
3. Choose **Barcode**.
4. Press Enter  or OK .
5. Use navigation keys to access the Human Readable option box.
6. Press Enter  or OK .
7. Use up/down navigation keys to select: **Below**.
8. Press Enter  or OK .
9. Navigate to the OK button at the bottom of the screen and press Enter  or  
OK .
10. Press Clear/Esc  to exit the Setup menus.

### Enter a Barcode

If using M71-31-423 media	If using Continuous media:
1. Press Font  .	1. Use Autosize (default).
2. Choose size 14 pt.	
3. Press Enter  or OK  .	

4. Press Barcode .
5. Enter the data: **1234578**
6. Press Barcode .
7. Press Enter , then type the word: **WHITE**


### Edit the Barcode

1. Navigate to the left of the number 7 in the barcode.
2. Enter: 6.

Your label should look like this:



### Print Label










1. Press Print .

## Lesson 8. Add Areas


Media to use: Continuous (Areas cannot be added to die cut labels.)

This lesson shows you how to add multiple areas to a single label and format each area separately from the others. For more information on the techniques used in this lesson, refer to the Formatting, Area section (starting on [page 51](#)) of the user's manual.











### Add Areas

1. Clear the screen of all labels.
2. Press Symbol .
3. Choose **Prohibition** category and press Enter  or OK .
4. Choose a No Smoking symbol, then press Enter  or OK .
5. Press Area  + .
6. Choose **Add**.
7. Press Enter  or OK .





The editing screen displays only one area at a time. The newly added area displays as a blank screen.

8. Press Font .
9. Enter: **36**








Notice how the Custom menu option is immediately accessed.

10. Press Enter  or OK  ..
  11. Enter text: **NO SMOKING**
- Use the following shortcut to add another area:
12. Press Add Area  +  +  .
  13. Press Symbol  .
  14. Choose **Fire** category and press Enter  or OK  .
  15. Choose a Fire symbol, then press Enter  or OK  .

### Move Between Areas

1. Press Area  +  .
2. Choose **Goto**.
3. Enter: **1**
4. Press Enter  or OK  .

### Change Justification

1. Press Font  .
2. Enter: **72**, then press Enter  or OK  .
3. Press Area  +  .
4. Choose **V. Justify**.
5. Choose **Top**, then press Enter  or OK  .

Use the following shortcut to move to the next area:

6. Press Next Area  + , twice.

You should be on Area #3.

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### Note

Watch the status bar to determine which area you are on.

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7. Press Font .
8. Enter: 72, then press Enter  or OK .
9. Press Area  + .
10. Choose **V. Justify**.
11. Choose **Bottom**, then press Enter  or OK .

### Frame an Area

Use the following shortcut to move to the previous area:

1. Press Previous Area  + .

You should be on Area #2. Check the status bar for confirmation.

2. Press Area  + .
3. Choose **Frame**.
4. Choose **Rounded Medium**, then press Enter  or OK .


### Print Preview and Print

1. Press Print Preview  + .

To move through the print preview:

2. Press left/right navigation keys.








To print the label, from Print Preview:

3. Press Print .

Your label should look like this:






### Clear Area

1. Press Area  + .
2. Choose **Goto**.
3. Enter: 3
4. Press Enter  or OK .
5. Press Clear/Esc .
6. Choose **Clear Area Data**, then press Enter  or OK .

Notice the data is cleared from the area, but the area remains. (Check the status bar. You should still have three areas.)

## Clear Label

1. Press Clear/Esc  .
2. Choose **Use Label Defaults**, then press Enter  or OK  .

Notice all data and areas are removed. (Check the status bar. You should have one label with only one area.)



